

Disciplinary Action

1. For the most part, appropriate conduct at work is simply a matter of good common sense. It is not the intention of the City to create a catalog of rules, disciplinary offenses, and penalties; nor is it our intention in listing these work rules to restrict either the employee's or the City's right to terminate employment at any time for any lawful reason. Types of behavior that can result in discipline, up to and including dismissal include, but are not limited to, the following:
 - a. Falsification of written records, including making false statement(s) on your application for employment.
 - b. Theft, misappropriating, sabotaging, defacing, damaging, or destroying City property or the property of others.
 - c. Dishonesty or lying.
 - d. ~~Conviction of a crime which, in the sole discretion of the City, substantially impairs an employee's ability to perform one or more of the essential functions of the job.~~
CONVICTION OF A CRIME, OR THE DEFERRAL OR OTHER DISPOSITION OF CRIMINAL CHARGES WHICH, IN THE SOLE DISCRETION OF THE CITY, IMPAIRS AN EMPLOYEE'S ABILITY TO PERFORM ONE OR MORE OF THE ESSENTIAL FUNCTIONS OF THE JOB.
 - e. Punching another employee's time card or falsification of a time card or other City record.
 - f. Attempting to provoke or engage in a fight while on duty.
 - g. Leaving the job during working hours without proper authorization.
 - h. Harassment of supervisors, co-workers, or the general public based upon a person's race, color, age, gender, medical condition, protected disability, ancestry, religion, national origin, or marital status.
 - i. Wasting time, loafing, or not attending to job duties.
 - j. Violation of attendance or safety rules.
 - k. Smoking in unauthorized areas.

- l. Carrying firearms or other dangerous weapons on City premises without the City Manager, the City Attorney, or a City Department Director approval or contrary to law.
 - m. Being excessively late or absent or failure to observe departmental work hours.
 - n. Failing to give proper advance notice of illness or absence. Employees should check with their supervisors for specific notice time rules relative to specific departments.
 - o. Performing unsatisfactory work.
 - p. Violation of these Rules and Regulations or departmental work rules or directives or supervisor's performance standards.
 - q. Neglect of duties, or the inability to perform assigned duties in an efficient, effective, timely, and satisfactory manner.
 - r. Misconduct or negligence connected with the job.
 - s. Use of or being under the influence of alcohol, intoxicants, or illicit non-prescribed drugs while on duty.
 - t. Commission of a felony.
 - u. Insubordination, including, but not limited to, refusal to meet with supervisor, Department Head or his/her designee, or City Manager, and/or refusal to comply with a request or directive from a supervisor, either by action, inaction, conduct or verbal expression.
 - v. In the case of an administrative investigation conducted by Human Resources, Risk Management, or the City Attorney's office, failure to answer questions regarding employment may result in disciplinary action up to and including termination. In that case and circumstance, the employee shall be advised by the person investigating the situation that nothing stated by the employee in the administrative investigation can be used against that employee in any subsequent criminal investigation pertaining to that employee.
2. Discipline - Each infraction, violation, or misconduct can result in disciplinary action. Types of disciplinary action may include: reprimand, suspension from duty, **DEMOTION**, and/or discharge from City employment. Progressive discipline is not required.
- a. The employee must sign a copy of the reprimand indicating (s)he has received the reprimand. The employee's signature does not indicate

agreement with the reprimand. Failure by the employee to sign may be deemed to constitute insubordination, and additional appropriate disciplinary action may be taken.

- b. Documentation regarding discipline will be retained in an employee's personnel file.